

*Colorado Master Gardener<sup>sm</sup> Program*  
*Colorado Gardener Certificate Training*  
Colorado State University Extension



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*Colorado Gardener Certificate Training*  
**2017 Application and Training Information**

Thank you for your interest in the *Colorado Master Gardener Program* (CMG) and *Colorado Gardener Certificate Training*. Enclosed is information about the two programs and application materials.

**Application deadline in Boulder County: August 1, 2017**

**Email application as attachment to: [comeara@bouldercounty.org](mailto:comeara@bouldercounty.org)**

**Mail application to: CSU Extension Boulder County**  
**Attn: Colorado Master Gardener program**  
**9595 Nelson Rd. Box B**  
**Longmont, CO 80501**

**Training location: Weld County Annex**  
**4209 County Rd 24 ½**  
**Longmont, CO 80504**

**Training dates: September 26 – November 30, 2017**

**For additional information, contact: Carol O'Meara or Kristen Anderson**  
**303-678-6238**  
**[comeara@bouldercounty.org](mailto:comeara@bouldercounty.org)**  
**[kanderson@bouldercounty.org](mailto:kanderson@bouldercounty.org)**

## Tuition and Educational Materials

Download and print the class materials and handouts from the Colorado Master Gardener website:  
[www.cmg.colostate.edu/GardenNotesUpdate.shtml](http://www.cmg.colostate.edu/GardenNotesUpdate.shtml)

Some counties may have wireless connectivity in the classroom if you do not wish to print the handouts, but prefer to view them online; please check with the local county for specifics.

	Tuition only
<b>Colorado Master Gardener Program Volunteer</b> Do not send payment, you will be billed if selected as a CMG volunteer.	<b>\$170</b>
<b>Colorado Mater Gardener receiving Limited Income Scholarship</b> Do not send payment. You will be billed if selected as a CMG volunteer and selected to receive a scholarship.	<b>\$85</b>
<b>Colorado Gardener Certificate (non-volunteer)</b> Send payment with registration form.	<b>\$530</b>

## CMG / CGC Training

In Boulder County, training is held on Tuesday and Thursday evenings for 10 weeks, starting September, 2017.

Class periods are 3-hours per eve, 6 p.m. to 9 p.m.. Classes are taught by CSU Extension campus-based and county-based faculty. Class information is focused toward the non-commercial, home gardener. Topics may include the following:

CMG Program:

- Plant Health Care and the Diagnostic Process

- How Plants Grow (basic botany)
- Soils, Soil Amendments, and Fertilizers
- Introduction to Plant Pathology (plant diseases)
- Introduction to Entomology (insects)
- Lawn Care and Diagnosing Lawn Problems
- The Science of Planting Trees and Tree Care
- Weed Management

To complete the 60 hours of classroom training, counties will schedule additional classes. Please see the 2017 schedule.

Participants are expected to attend the 60 hours of training. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials. Make-up of a class at another location/date is not an option. Some class units may be picked-up from *CMG Online*.

To complete the training as a CMG Volunteer or *Colorado Gardener Certificate Student*, participants **must complete homework and attend at least seventeen out of nineteen class days.**

College credit is not available for CMG/CGC training, as the course does not have the routine exams and written assignments of a course for credit.

## Colorado Gardener Certificate

Individuals interested in the Colorado Master Gardener training without a volunteer commitment may enroll for the coursework under the *Colorado Gardener Certificate* option. The course work is available for a higher fee in-lieu-of the return service.

Upon completion of the course, CGC students receive the *Colorado Gardener Certificate*. However, without the volunteer commitment, participants do not become *Colorado Master Gardeners*.

The *Colorado Gardener Certificate* may be displayed in a place of business and used in business marketing. The *Colorado Gardener Certificate* is also given to CMG volunteers upon completion of the class and 50 hours minimum volunteer commitment.

To receive the *Colorado Gardener Certificate*, students must satisfactorily complete the CMG training (i.e., complete homework and attend at least 90% of classes). Participants are expected to attend all training sessions. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials.

Individuals not selected for the CMG volunteer program may enroll in the Colorado Gardener Certificate Training.

### Tuition and Textbook

Tuition for the course as a *Colorado Gardener Certificate Student* (non-volunteer) is \$530 plus the text materials. Options for course materials include the following:

1. Downloading and printing classroom handouts and materials online at [www.cmg.colostate.edu/GardenNotesUpdate.shtml](http://www.cmg.colostate.edu/GardenNotesUpdate.shtml)

Scholarships are not available for CGC Students.

The CMG/CGC training is equivalent to a four-credit class. In comparison, tuition for an in-state resident, undergraduate, four-credit class at CSU is \$1,885.

### CGC Enrollment

To enroll in the *Colorado Gardener Certificate* training, send in the *Colorado Gardener Certification Enrollment Form* with the tuition (\$530). Space is limited and available on a first come (paying) basis.

## The Colorado Master Gardener<sup>sm</sup> Program

*Colorado Master Gardener (CMG)* volunteers assist the county office of Colorado State University

Extension to extend research-based information on home yard care and gardening into the community.

*Colorado Master Gardeners* are involved in a wide variety of ways, including assisting with office phone calls and walk-in customers, staffing information booths and diagnostic clinics, writing for local newspapers, mentoring youth groups and community gardening and greening projects.

*Colorado Master Gardeners* enjoy sharing gardening knowledge and networking with other garden enthusiasts.

The title "*Colorado Master Gardener*" is a registered service mark of Colorado State University Extension. It may be used only in conjunction with official CSU Extension activities. It may not be used to infer credentials or otherwise imply endorsement of a private business. It may not be used on marketing materials of a business.

For additional background on the CMG program, refer to the web site at [www.cmg.colostate.edu](http://www.cmg.colostate.edu).

### **To become a “Colorado Master Gardener” participants must:**

1. Apply to and be accepted into a county/area CMG program.
2. Training: Satisfactorily complete the CMG training course (i.e., completes homework assignments and attends at least 90% of class sessions).
3. Volunteer service: Continue the learning experience with 50 hours minimum return volunteer service in the county CMG program.

Individuals who fail to complete the volunteer work by October 31<sup>st</sup> will be billed \$15 for each uncompleted hour, up to a maximum of \$500.

After the training year, 24 hours minimum volunteer service and 12 hours of continuing education, per year, are required to continue in the program.

4. Turn in reports (processed on-line or by paper).

## **CMG Application Process**

CMG programs operate at the county level, with primary support from the county government. Applicants should generally apply to their home county. In special situations (such as the work location versus the home location), a potential volunteer may apply to a neighboring county. However, it should be understood that counties give priority to county residents, being responsive to the local county budget and taxpayers. Applicants who apply to multiple counties will not be considered.

The program requires that the volunteer work be completed for the county/area program for which the applicant applied. For example, an application to the Boulder County CMG program necessitates that the volunteer work be completed FOR the Boulder County CMG program.

Extension programs are available to all without discrimination. Colorado State University does not discriminate based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Students requesting handicap accommodations should directly contact the *CSU Resources of Disabled Students Office* at 970-491-6385.

### **Steps in the CMG application process**

1. **Contact your county office of CSU Extension** for program information and application form.
2. **Submit a completed CMG application form** by the application deadline. The application form asks for the following items:
  - Background information on volunteer experiences
  - Background information on gardening experience
  - General availability for volunteer work (used by program coordinators to help connect CMG volunteers with projects)
  - Interest in CMG projects
  - Contact information for three references

The application includes a signed volunteer agreement committing the CMG volunteer to 50

hours minimum volunteer work in exchange for the training.

- 3. Background Check** – Colorado State University requires background checks, including driver’s license checks, of all new volunteers. A criminal record or poor driving record does not bar an individual as a volunteer, but will be considered as it relates to the specifics of the volunteer position.

The potential volunteer receives an e-mail from the CSU Human Resources with a hotlink to the screening company, *HireRight*.

The volunteer logs into a secure site, enters their social security number, answers some questions about where they have lived, etc. and logs off. The university’s IT department has confidence in the security and confidentiality of the HireRight system.

HireRight conducts a national background check, including driver’s license check, and shares the results with CSU Human Resources. Applications cannot be accepted into the program until CSU Human resources give approval based on the background check.

**If the applicant elects to ignore the email from CSU Human Resources or elects to not provide HireRight with the needed information, they also elect not be considered as a CSU volunteer.**

**If the applicant does not receive the email from CSU Human Resources with the link for HireRight within 3 BUSINESS DAYS of submitting your application, please call the Extension Office so staff can check on the situation.** (Depending on your email filters, it may be found in the junk mail box or blocked in your email system.)

If you do not have email, contact your County Extension Office to process the background check forms by mail.

- 4. Preliminary screening** will begin with the application form. Primary consideration is based on:
  - 1) Interest in volunteer work
  - 2) Availability for volunteer work

- 3) People skills (i.e., ability to assist Extension in home horticulture educational efforts), and
- 4) Gardening experience.

Staff will send confidential reference letters or emails to the references listed on the application. **At least two must be returned before the applicant can be accepted into the CMG program.**

- 5. Interview** – Some counties invite applicants in for an informal interview giving the applicant a chance to learn more about the CMG Program and ask questions about training and volunteer work.
- 6. Applicants will be advised if they were selected for the CMG Program.** In counties with a larger population base, significantly more people apply than can be accommodated. Applicants who are not selected as CMG volunteers may elect to enroll as *Colorado Gardener Certificate Students* (non-volunteer enrollment).
- 7. Pay program fees** – If accepted into a local CMG Program, payment of program fees is the final enrollment step.

In summary, interested individuals apply to become a CMG volunteer representing CSU Extension. The decision to accept or not accept any individual as a CMG volunteers is the right of CSU Extension.

Additionally, CMG volunteers serve at the request of Colorado State University Extension. This request can be withdrawn at any time.

## **Tuition**

Tuition as a CMG volunteer is \$170. Refer to details about class material options found earlier in this document.

In comparison, the Colorado Master Gardener/Colorado Gardener Certificate Training is comparable to a four-credit class. CSU Tuition for a four-credit class is \$1,885 plus fees and books.

## **Scholarships**

Scholarships are available for individuals on limited incomes. (Refer to application for details.) **Fees for CMG Volunteers who are selected to receive a scholarship are \$85**, with the student purchasing or printing the textbook or class handouts.

A limited number of scholarships are available in a county. Selection of scholarship recipients will be based on CMG selection criteria.

**As a CMG volunteer applicant, do not send fees with the application. If you are selected for the program, you will be billed.**